

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
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DATE: June 10, 2003

CALATERS LETTER #03-006

TO: All Agencies Participating in the California Automated Travel Expense Reimbursement System

FROM: NATALIE CLOHOSSEY, Project Manager
California Automated Travel Expense Reimbursement System (CalATERS)

RE: CalATERS 2003-2004 FISCAL YEAR ACTIVITIES

This letter provides information regarding the upcoming new budget Year, 2003-2004.

On June 18th, 5:00 PM, CalATERS will temporarily stop processing of approved Travel Advance and Expense Reimbursement forms to allow for year-end reconciliation (refer to CalATERS letter 03-005). Forms can be created and approved but payments will not be issued.

On July 1, 2003, CalATERS will resume processing forms. In the event that the 2003-2004 budget is not signed by June 30, 2003, the following procedure will be applied:

When an expense reimbursement form reaches the Department Accounting Office, the trip information should be reviewed to ensure the expenses incurred are prior to July 1, 2003. Forms including expenses incurred after June 30, 2003 should not be approved and should be held until the 2003-2004 budget has been approved.

All Department Accounting Office forms approved after June 30, 2003 and prior to approval of the 2003-2004 budget will be subject to pre-payment audit. Forms approved for expenses incurred during the 2003-2004 fiscal year will be returned to the submitting department accounting office to be held until the 2003-2004 budget is approved.

Once the 2003-2004 budget is approved, forms created after June 30, 2003 for expenses incurred during the 2003-2004 fiscal year will require specialized account coding to ensure that the correct appropriation is debited. Due to the user's profile containing 2002-2003 fiscal year information when the form was created, expenses must now be corrected to apply the 2003-2004 fiscal year account coding. Instructions regarding applying specialized account coding are located on the CalATERS website at, www.calaters.ca.gov.

Once the 2003-2004 budget is approved, the applicable files (calprofile, calxref, and calaccount) will be modified to reflect the correct accounting information. When new files are loaded into CalATERS, forms submitted with the new coding will be processed without manual intervention.

Required File Loads after Budget is Signed

At the end of the current budget year, the CalATERS unit will provide each department with a set of department files (calaccount, calxref, and calaccount) that are currently loaded in CalATERS. These files will benefit the department in two ways.

First, the department will have the opportunity to perform maintenance on these files. For example, a department may wish to compare the calprofile to those employees registered on CalATERS. In addition, it is a good time to verify that all those loaded on the calprofile are current department employees.

Second, the files will be available on-line similar to the standard reports. This will allow departments to download the files into a format that is easy to update.

Once the budget is approved, each department will need to update the budgetary information and submit the following three files:

- 1) Calprofile – This file must contain an “M” in the “file type” field and updated with the new 2003-2004 fiscal year budget information. The modification must be made to each profile.
- 2) Calaccount – This file must be updated to reflect 2003-2004 budget information.
- 3) Calxref – This file must be updated to reflect the new 2003-2004 budget information including related changes to the detailed account coding field.

Departments will be notified once the files have been successfully tested and loaded into CalATERS. Prior fiscal year information is also retained on CalATERS for application to forms created with prior year expenses.

If you have questions, please contact your department’s CalATERS Help Desk and reference this CalATERS Letter.